



ADDING CLASSES WITH A PERMISSION NUMBER


PERMISSION NUMBER ► A unique six digit number which is specific to a class & section the student to register for a course which is already closed.

NOTES:

1. A Permission Number can **ONLY BE USED ONCE** & should be used **AS SOON AS POSSIBLE**.
2. Visit your **VIKING ACCOUNT** then go to: **MANAGE CLASSES** ► **SHOPPING CART** in the box on the left hand side of the menu.
3. Once you have input the Permission Number successfully, you should see a **GREEN CHECK MARK** and are now enrolled in the class.  **Success: enrolled**
4. If there is a **RED X** or **ERROR** double check your Permission Number. If the error still occurs, review your **HOLDS**, they may prevent you from enrolling.  **Error: unable to add class**
5. If you are currently **WAITLISTED** for the course & trying to add, please **REMOVE** it from your cart and **START FROM STEP 1**.

Student Homepage

Manage Classes



STEP 1

GO TO MANAGE CLASSES

 Add By Class Number

Class Number

STEP 2

Your Shopping Cart


Select	Availability	Class	Description	Session
<input checked="" type="checkbox"/>	Open		Introduction to Art	Regular Academic Session

INPUT THE CLASS NUMBER (i.e. 5 DIGIT COURSE CODE) INTO THE BOX UNDER +ADD BY CLASS NUMBER TO ADD THE CLASS TO YOUR SHOPPING CART. SELECT THE CHECK BOX BEFORE YOU CLICK ENROLL ONCE YOU HAVE YOUR CLASS IN YOUR SHOPPING CART.

Step 2 of 4: Review Class Preferences

ART 9 Introduction to Art

Class 30942 - Open
 Class 30943 - Open

Add to waitlist if class is full? 

Permission Number 

Grading Basis

Graded

ENTER THE PERMISSION NUMBER GIVEN TO YOU BY YOUR INSTRUCTOR ON THE LEFT HAND SIDE OF THE MENU.

STEP 3

STUDENTS, PLEASE REMEMBER:

You must speak with the instructor/department **FIRST** to request a **PERMISSION NUMBER**. Permission numbers must be used by the **PERMISSION NUMBER DEADLINE**. If you have any **HOLDS**, you may not be allowed to add any classes. You may **NOT ATTEND** class unless you are **OFFICIALLY ENROLLED** in the course.